

# REQUEST FOR NONTACTICAL VEHICLE SUPPORT

For use of this form, see Fort Knox Reg 55-2

(See reverse for instructions)

## SECTION I

1. TO: Transportation Officer  
ATTN: IMSE-KNX-LGT  
Fort Knox, KY 40121-5000  
or FAX to (502)624-3466

2. FROM:

REQUEST TRANSPORTATION SUPPORT BE PROVIDED AS FOLLOWS:

3. Inclusive dates:

4. Pickup time:

5. No. of personnel or  
type of cargo to be  
transported:

6. Pickup point:

7. Destination:

8. TMP Driver required?  
☐ Yes ☐ No

9. Is off post authorization required?

☐

Yes

☐

No

10. Type of vehicle required:

11. POC for commitment:

Name:

Phone:

12. JUSTIFICATION:

13. SPECIAL INSTRUCTIONS FROM UNIT:

14. REQUESTER:

(Signature)

(Grade/rank and title)

(Phone number)

(Date)

15. TRANSPORTATION COORDINATOR:

(Signature)

(Grade/rank and title)

(Phone number)

(Date)

## SECTION II

### APPROVAL/DISAPPROVAL OR RECOMMENDED SUPPORT

For ITO/TMP Use Only

1. TO:

2. FROM:

Chief, Transportation  
Directorate of Logistics  
Fort Knox, KY 40121-5000

3. ☐ This request for nontactical vehicle support is approved.

4. ☐ This request for nontactical vehicle support is disapproved for the following reason:

- ☐ Requested vehicle is not available.  
☐ Assets are not available to support TDY requests.  
☐ Request exceeds permissible operating distance (POD).  
☐ Request not in compliance with regulation (AR 58-1).  
☐ Other: \_\_\_\_\_

5. RECOMMEND:

- ☐ Use of General Dispatch fleet on a daily, first-come-first-served basis.  
☐ Use of assigned NTV to support this requirement.  
☐ Bus support.  
☐ Commercial rental (unit arranged).

\_\_\_\_\_  
Installation Transportation Officer

## INSTRUCTIONS FOR USE AND COMPLETING FORM

1. This form must be neatly completed (printed, typed, or completed electronically). Fax completed form to (502)624-3466; or if the request is mailed, it must be sent to the address in Section 1, Block 1, NLT 72 hours before the date the support is requested. Requests not meeting the 72-hour criteria must be justified and approved by the unit commander/activity head.
2. **Blocks 5, 8, 9, 11, 14, and 15** are self-explanatory.
  - Block 2** - Unit requesting vehicle.
  - Block 3** - Dates vehicle is required (vehicle must be turned in NLT 1700 the ending date requested).
  - Block 4** - Time vehicle will be picked up or time support is required.
  - Block 6** - Location that support is needed.
  - Block 7** - Location vehicle will be taken to.
  - Block 10** - See list below.
  - Block 12** - Brief justification as to why units present assets cannot be used and why the vehicle is required.
  - Block 13** - Any additional information or special requirements or any information that will assist the TMP in providing the requested support.
3. This form must be approved by the unit/activity Transportation Coordinator after all assigned assets have been screened and a determination is made that no in-house assets are available for the support.
4. Cancellation of commitments involving Transportation Motor Pool (TMP) drivers must be made in sufficient time to avoid "no shows." Request cancellations be made by COB the day before requirement. If that is not possible, efforts will continue to be made to cancel the driver up to 2 hours before commitment. TMP drivers will wait no longer than 10 minutes beyond pickup time for personnel to begin loading.
5. POCs:
  - ITO: 4-2976
  - TMP Dispatch: 4-5453/1215
  - TMP Maintenance : 4-4527/5446
  - TMP Bus & Tractor Support/Scheduling: 4-5113
  - TMP Site Supervisor: 4-1826.
6. TYPE VEHICLES AVAILABLE:
  - Sedan
  - Minivan
  - 12 Pax Van
  - 15 Pax Van
  - 44 Pax Bus
  - Cargo Van
  - Sm Box Truck
  - Lg Box Truck
  - Stake & Platform (S&P)
  - Tractor
  - Tractor Trailer Box
  - Tractor Trailer Flatbed